

Draft Minutes
Budget and Personnel Committee Meeting

February 13, 2017

1. Call to Order:

The Budget and Personnel Committee was called to order at 5:39 p.m. by President Gustafson. In attendance were:

- Committee members: President Gustafson and Director Cortez
- Staff: Keith Van Der Maaten and Paula Riso
- Public members: none

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Receive the Draft Minutes of the November 14, 2016 Meeting:

The minutes were received by President Gustafson and by Director Cortez.

4. Receive an Update on Budget and Personnel Processes:

Mr. Van Der Maaten gave an update on the status of tasks staff is working on:

- a. Fiscal Year 2016-2017 Budget – this item is complete
- b. EERP Update – this item is complete
- c. FLSA Audit/Update – this item is complete
- d. Meter Reading Position – this item is complete
- e. System Analyst Position – this item is complete
- f. Associate Engineer Position – update given
- g. Customer Service Rep – update given
- h. Accounting Technician – update given
- i. Customer Service Supervisor/Customer Service Rep II – update given
- j. Applications Systems Analyst Exempt Status Modification – update given
- k. FORA Fee Issue – update given
- l. Employee Termination – update given
- m. FY 2017-2018 Budget – update given
- n. Expense Reimbursement and Travel Policy – update given

5. Identify Budget and Personnel Agenda Items for the Next Committee Meeting and Set Date:

The next meeting is scheduled for March 13, 2017 at 5:30 p.m.

6. Committee Member Comments:

No comments.

7. Adjournment:

Meeting adjourned at 5:55 p.m.